



2020 – 2021 3RD REVIEW IDP AND BUDGET PROCESS PLAN AND SDF REVIEW TIME SCHEDULE

Trim ref: 02/02/2/

Table of Contents

	Page
SECTION ONE: INTRODUCTION & BACKGROUND.....	3
1.1. INTRODUCTION.....	3
1.2. LEGISLATIVE FRAMEWORK	4
SECTION TWO: ORGANIZATIONAL ARRANGEMENTS	7
2.1 IDP / BUDGET STEERING COMMITTEE	7
2.2 IDP REPRESENTATIVE FORUM	8
SECTION THREE: ROLE-PLAYERS	10
3.1 ROLES AND RESPONSIBILITIES	10
SECTION FOUR: MECHANISMS AND PROCEDURES FOR PARTICIPATION	12
4.1 FUNCTIONS AND CONTEXT OF PUBLIC PARTICIPATION	12
4.2 MECHANISMS FOR PARTICIPATION.....	12
4.3 PROCEDURES / PROCESSES FOR PARTICIPATION	13
SECTION FIVE: ACTION PROGRAM	15
5.1 PHASES OF THE IDP AND BUDGET PROCESS.....	15
5.2 TIME SCHEDULE: KEY DATES AND RESPONSIBILITIES IN THE PHASES OF THE PROCESS PLAN.....	17
5.2.1 PHASE 1 – PLANNING	17
5.2.2 PHASE 2 – ANALYSIS AND STRATEGY	18
5.2.3 PHASE 3 – PREPARATION AND TABLING	21
5.2.4 PHASE 4 – CONSULTATION AND INTEGRATION.....	23
5.2.5 PHASE 5 – APPROVAL	25
5.2.6 PHASE 6 – FINALIZATION	27
6. CONCLUSION	27

IDP & BUDGET PROCESS PLAN

SECTION ONE: INTRODUCTION & BACKGROUND

1.1. INTRODUCTION

The Integrated Development Plan (IDP), as the key tool for the Municipality to tackle its developmental role, represents a continuous cycle of development, planning, implementation and review. Implementation started after the adoption of the 1st - Generation IDP in 2006. Currently the municipality operates in the 2nd - Generation IDP. The IDP is the strategic plan with a cycle period of five years. During its five-year life cycle the IDP is reviewed and updated annually.

The Annual Budget, in turn, provides the Medium Term Revenue & Expenditure Framework (MTREF) which sets out the financial path for the ensuing three years.

These two documents, i.e. the IDP and the Budget – along with the Performance Management System (PMS) – provide a means to assess the progress and achievements with regard to the strategic objectives of the Municipality, thus informing its financial and institutional planning.

With the input of the Provincial authority, local municipalities are continuously in the process of reviewing, improving and updating its IDP, as well as ensuring alignment with the MTREF.

This IDP and Budget Process Plan seek to address, *inter alia*, the:

- Identification of areas requiring additional attention in terms of legislative requirements, proper planning processes and sound financial management;
- Inclusion of the most current Census and own statistical data;
- Consideration and review of any other relevant and new information;
- Addressing comments received from the various role-players;
- Shortcomings and weaknesses identified through self-assessment;
- Preparation and review of sector plans and its alignment with the IDP;
- Preparation and review of the Performance Management System (PMS);
- Updating of the 5-year Financial Plan; and
- Preparation and finalization of the annual Budget in terms of the relevant legislation.

1.2. LEGISLATIVE FRAMEWORK

1.2.1. PROCESS PLAN

In order to ensure minimum quality standards of the IDP and Budget process – and a proper coordination between and within spheres of government – the preparation of the IDP and Budget Process Plan has been regulated by both the Municipal Systems Act and the MFMA.

In terms of Section 28 of the MSA, Council must adopt an IDP and Budget Process Plan. And Section 29 of the MSA specifies that such a Process Plan must include:

- Programs that set out timeframes for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation with:
 - Local communities, both in terms of needs and priorities as well as consultation during development;
 - Organs of state, traditional authorities, and other role-players in the drafting process; and
- Binding plans and planning requirements, i.e. policy and legislation.

In terms of Section 21 of the MFMA, the Executive Mayor must co-ordinate the process for the adoption of the annual Budget and the review of the IDP and related policies so that he/she can ensure mutual consistency and credibility.

The second part of the afore-mentioned Section of the MFMA stipulates that a Process Plan with timeframes must be tabled to Council for consideration at least 10 months prior to implementation of the annual Budget.

National Treasury has provided further guidance by the issuing of MFMA Circular 10. That circular provides specific guidance with regard to six distinct steps in compilation of the IDP and Budget.

The table below highlights the six steps, with a succinct description of each step:

Steps		Process
1	Planning	Schedule key dates, establish consultation forums, review previous processes
2	Strategizing	Review the IDP, set service delivery objectives for next 3 years, consult on tariffs, indigents, credit control, free basic services etc., and consider local-, provincial- and national issues, the previous year's performance and current economic and demographic trends etc.
3	Preparing	Prepare the Budget, revenue and expenditure projections; draft Budget policies; consult and consider local-, provincial- and national priorities
4	Tabling	Table the draft IDP, the draft Budget and Budget-related policies before council; consult and consider local-, provincial- and national inputs or responses
5	Approving	Council approves the IDP, the Budget and related policies

6	Finalizing	Publish the IDP, Budget and approve the SDBIP and performance targets
----------	-------------------	---

Local municipalities are required by the Municipal System Act (Act 32 of 2000) to consult and report back to communities on their planned activities as well as their performances so that communities can be afforded an opportunity to voice their opinions on the day-to-day functioning of the Municipality.

Development of an IDP Framework Plan

In terms of Section 27 of the MSA, the District Municipality must develop a Framework Plan which provides the linkage and binding relationships between the district and local municipalities in its jurisdiction area. In doing so, proper consultation, coordination and alignment of the IDP review process of the district municipality and various local municipalities can be maintained.

1.2.2. OTHER LEGISLATIVE IMPERATIVES

In an effort to comply with the current legislative framework, the host of binding legislation to be taken into consideration in the formulation of the IDP & Budget Process Plan is listed hereinunder:

- ⌚ The Constitution of the Republic of South Africa, (Act 108 of 1996)
- ⌚ Local Government: Municipal Demarcation Act, (Act 27 of 1998)
- ⌚ Local Government: Municipal Structures Act, (Act 117 of 1998)
- ⌚ Public Finance Management Act (Act 2 of 1999)
- ⌚ Promotion of Access to Information Act (Act 2 of 2000).
- ⌚ Local Government: Municipal Systems Act, (Act 32 of 2000)
- ⌚ Local Government: Municipal Finance Management Act, (Act 56 of 2003)
- ⌚ Local Government: Property Rates Act, (Act 6 of 2004)
- ⌚ Inter-governmental Relations Framework Act, (Act 13 of 2005)
- ⌚ Division of Revenue Act (Act 1 of 2007)
- ⌚ Development Facilitation Act, (Act 67 of 1995)
- ⌚ Communal Land Rights Act, (Act 11 of 2004)
- ⌚ National Land Transport Transitional Act, 1999
- ⌚ Housing Act, (Act 107 of 1997)
- ⌚ Water Services Act, (Act 108 of 1997)
- ⌚ National Water Act, (Act 36 of 1998)
- ⌚ National Water Amendment Act, (Act 45 of 1999)
- ⌚ Environmental Conversation Act, (Act 73 of 1989)
- ⌚ National Environmental Management Act, (Act 107 of 1998)
- ⌚ National Environmental Management: Air Quality Act, (Act 39 of 2004)
- ⌚ National Environmental Management: Protected Areas Act, (Act 57 of 2003)

- ⌚ National Environmental Management Biodiversity Act, (Act 10 of 2004)
- ⌚ National Forest Act (1998)

Provincial Policies

- ⌚ Western Cape Growth and Development Strategy
- ⌚ Western Cape Spatial Development Framework

National Policies

- ⌚ Reconstruction and Development Program (RDP), 1994
- ⌚ Growth, Employment And Redistribution (GEAR); 1996
- ⌚ Urban Development Framework, 1997
- ⌚ Rural Development Framework, 1996
- ⌚ Accelerated and Shared Growth Initiatives for South Africa (ASGISA)

Abbreviations :	
IDP	- Integrated Development Plan
MFMA	- Municipal Finance Management Act, no 56 of 2003
MSA	- Local Government Municipal Systems Act, no 32 of 2000
MTBPS	- National Treasury, Medium Term Budget and Policy Statement
NT	- National Treasury
PT	- Provincial Treasury
SDBIP	- Service Delivery Budget Implementation Plan

SECTION TWO: ORGANIZATIONAL ARRANGEMENTS

2.1 IDP / BUDGET STEERING COMMITTEE

As part of the IDP & Budget preparation process, the Mayor must establish an IDP & Budget Steering Committee. This committee must at least consist of the persons mentioned in Section 4 of the Budget and Reporting Regulations.

Section 4 of the Local Government: Budget and Reporting Regulations states the following:

Budget Steering Committee

4. (1) *The mayor of a municipality must establish a Budget Steering Committee to provide technical assistance to the Mayor in discharging the responsibilities set out in Section 53 of the Act.*
- (2) *The Steering Committee must consist of at least the following persons:*
 - (a) *the councillor responsible for financial matters;*
 - (b) *the municipal manager;*
 - (c) *the chief financial officer;*
 - (d) *the senior managers responsible for at least the three largest votes in the municipality;*
 - (e) *the manager responsible for Budgeting;*
 - (f) *the manager responsible for planning; and*
 - (g) *any technical experts on infrastructure.*

This IDP / Budget Steering Committee will act as a support structure to the Executive Mayor in providing a platform for him/her to provide political guidance and to monitor progress made in the IDP and Budget process. This Steering Committee must be reconstituted each year.

2.1.1. Composition

In order to comply with the legislative requirements, the Mayoral Committee has constituted the Witzenberg IDP/Budget Steering Committee structure as follows (inclusive political representation):

Vacant	

2.1.2. Terms of Reference for the IDP / Budget Steering Committee

The Terms of Reference for the IDP / Budget Steering Committee are as follows:

- To provide terms of reference for the various planning activities
- To commission research studies
- Considers and comments on:
 - ⦿ Inputs from sub-committee/s, study teams and consultants
 - ⦿ Inputs from provincial sector departments and support providers
- To process, summarize and document the outputs
- Makes content recommendations, and
- Prepares, facilitates and minutes all meetings

2.2 IDP REPRESENTATIVE FORUM

2.2.1 Composition of IDP Representative Forum

The IDP Representative Forum (RF) is constituted as part of the preparation phase of the IDP, and will continue its functions throughout the annual IDP Review process. The composition of the IDP Representative Forum is as follows:

- MAYCO members
- Councillors
- Ward Committees
- Community Development Workers
- Municipal Manager and Senior Managers
- Stakeholder representatives of organised groups

The ward structure for Witzenberg is shown in the table below:

Ward	Status	Towns or Areas
1	Functional	N'duli
2	Functional	Wolseley farms (toward Botha and Breë Valley)
3	Functional	Ceres West
4	Functional	PA Hamlet (including Kliprug, and a portion of Bella Vista)
5	Functional	Ceres East
6	Functional	Bella Vista (including some farms in Warm Bokkeveld)
7	Functional	Wolseley (including Montana, Pine Valley, and section of Chris Hani)
8	Functional	Koue Bokkeveld farms (up until Op-Die-Berg)
9	Functional	Op-Die-Berg (including farms from Op-Die-Berg toward Citrusdal)
10	Functional	Agter Witzenberg rural (including Phase 3 & Phase 4 in PA Hamlet)
11	Functional	Tulbagh (including Chris Hani, Witzenville and surrounding farms)
12	Functional	Warm Bokkeveld rural

2.2.2 Terms of Reference for the IDP Representative Forum

The terms of reference for the IDP Representative Forum are as follows:

- Represents the interest of the municipality's constituency in the IDP process;
- Provides an organisational mechanism for discussion, negotiation and decision-making between all the stakeholders in municipal government;
- Ensures communication between all the stakeholder representatives in municipal government;
- Monitors the performance of the planning and implementation process;
- Forms a structured link between the Municipality and representatives of the public;
- Participates in decision-making within the Representative Forums;
- Analyzes and discusses issues being developed;
- Ensures that priority issues of their constituents are considered;
- Ensures that annual business plans and SDBIP are developed, based on the IDP priorities and municipal Key Performance Indicators;
- Participates in the designing of IDP project proposals; and
- Discusses and comments on the final IDP product.

Witzenberg has not as yet formally constituted an IDP Representative Forum. Council has resolved that until such time as an IDP Representative Forum is created, the current Ward Committee structures should perform the role and function assigned to the Rep Forum. This Process Plan takes cognizance thereof, and all engagements indicated in this plan as devolving upon the IDP Representative Forum will be channeled to, and administered by, the Ward Committee structures.

SECTION THREE: ROLE-PLAYERS

3.1 ROLE-PLAYERS

The following role-players have been identified:

3.1.1. External Role-players

The external role-players identified are:

- Provincial Government Departments, specifically through the LGMTEC engagements and IGR structures;
- National government, specifically DPLG and National Treasury via guidelines issued;
- Representative Forums / Civil Society; and
- The Cape Winelands District Municipality.

3.1.2. Internal Role-players

The main internal role-players, apart from all officials in the Municipalities, are identified as:

- Council
- IDP / Budget Steering Committee; and
- Manager responsible for IDP.

3.1.3 ROLES AND RESPONSIBILITIES

The responsibility of the other spheres of government is to:

- Ensure vertical alignment of the IDP and Budget with Provincial and National sector plans.
- Monitor development and review of IDP and Budget process.
- Ensure responsiveness of the IDP and Budget.
- Contribute relevant information of Provincial Sector Departments, and to
- Contribute sector expertise and technical know-how.

The responsibility of the IDP Representative Forum is to:

- Ensure that community needs and priorities are communicated
- Ensure responsiveness of the IDP and Budget
- Ensure communication lines with represented organizations, and to
- Ensure information flow.

The responsibilities of Council are to:

- Decide on and adopt the IDP & Budget Process Plan; and to
- Decide on and adopt the IDP and Budget documents.

The responsibilities of the IDP / Budget Steering Committee are to:

- Identify additional role-players to serve on the IDP Representative Forum;
- Ensure that all relevant role-players are involved;
- Ensure that the review process is undertaken in accordance with agreed timeframes;
- Ensure that the process is focused on priority issues;
- Ensure that it is strategic and implementation-orientated; and to
- Ensure that sector requirements are adhered to.

The responsibilities of the IDP Manager, with regard to this process, are to:

- Ensure that the Process Plan is finalised and presented to the IDP / Budget Steering Committee;
- Adjust the IDP according to the proposals of the MEC;
- Ensure the continuous participation of role-players;
- Monitor and record the participation of role-players;
- Ensure that appropriate procedures are followed;
- Ensure documentation is prepared properly;
- Carry out the day-to-day management of the IDP process;
- Co-ordinate inputs received such as comments and enquiries;
- Ensure responses to comments and enquiries;
- Ensure alignment of the IDP with the District Municipality's framework;
- Co-ordinate the preparation of the Sector Plans and their inclusion into the IDP documentation;
- Co-ordinate the inclusion of the Performance Management System (PMS) into the IDP; and to
- Ensure the timeous submission of IDP documents to the relevant authorities.

SECTION FOUR: MECHANISMS AND PROCEDURES FOR PARTICIPATION

4.1 FUNCTIONS AND CONTEXT OF PUBLIC PARTICIPATION

The four major functions in the public participation process are:

- ◆ Needs orientation;
- ◆ Appropriateness of solutions;
- ◆ Community ownership; and
- ◆ Empowerment.

Similar to the preparation of the IDP, the public participation process in the annual drafting of the IDP review and Budget must be institutionalized. This is done in order to ensure that all residents and stakeholders have a fair and equal right to participate in matters of governance.

4.2 MECHANISMS FOR PARTICIPATION

The following mechanisms for participation will apply:

4.2.1 IDP Representative Forum (RF)

This forum represents all stakeholders and is as inclusive as possible. Efforts will be made to bring additional organizations into the RF and ensure their continued participation throughout the process.

Until such time though that Witzenberg has established an IDP Representative Forum, the Ward Committee structure will be utilized to fulfill the RF's role.

4.2.2 Media

A vigorous communication and information-sharing or dissemination campaign aimed at reaching out to all the communities will be undertaken in terms of the annual IDP and Budget process.

The following means of communication will be utilized:

- Municipal Website & Intranet;
- Notices at all Municipal Offices,
- Municipal Accounts;
- Loud-hailing the day before local Imbizo's (Meetings); and
- Advertisements in local news papers.

4.2.3 Information sheets

Information sheets will be prepared in English, Afrikaans and Xhosa, and will be distributed via the Ward Committee structure and/or Representative Forum. Information sheets will also be displayed on the Municipal Notice Boards, Municipal Website, in local media, and included in monthly municipal accounts.

4.2.4 Sector engagements

Dates, time and venues will be communicated in writing to each stakeholder at least seven days prior to the meetings. It is the responsibility of stakeholders to notify the Municipality of any changes in representatives, or contact details.

4.2.5 Local Imbizo's (Meetings)

All venues will be selected in a manner that ensures and enhances easy access for all community members to attend. Meetings should be either ward-based or per town / neighborhood, considering the size and distance.

Times chosen for the meetings should ensure maximum attendance by all the households. Venues will be prepared half an hour before starting time to allow community members to be properly seated before commencement of the session.

The communication medium will be the predominant language of the community, with arrangements for translation / interpretation, as the need may be.

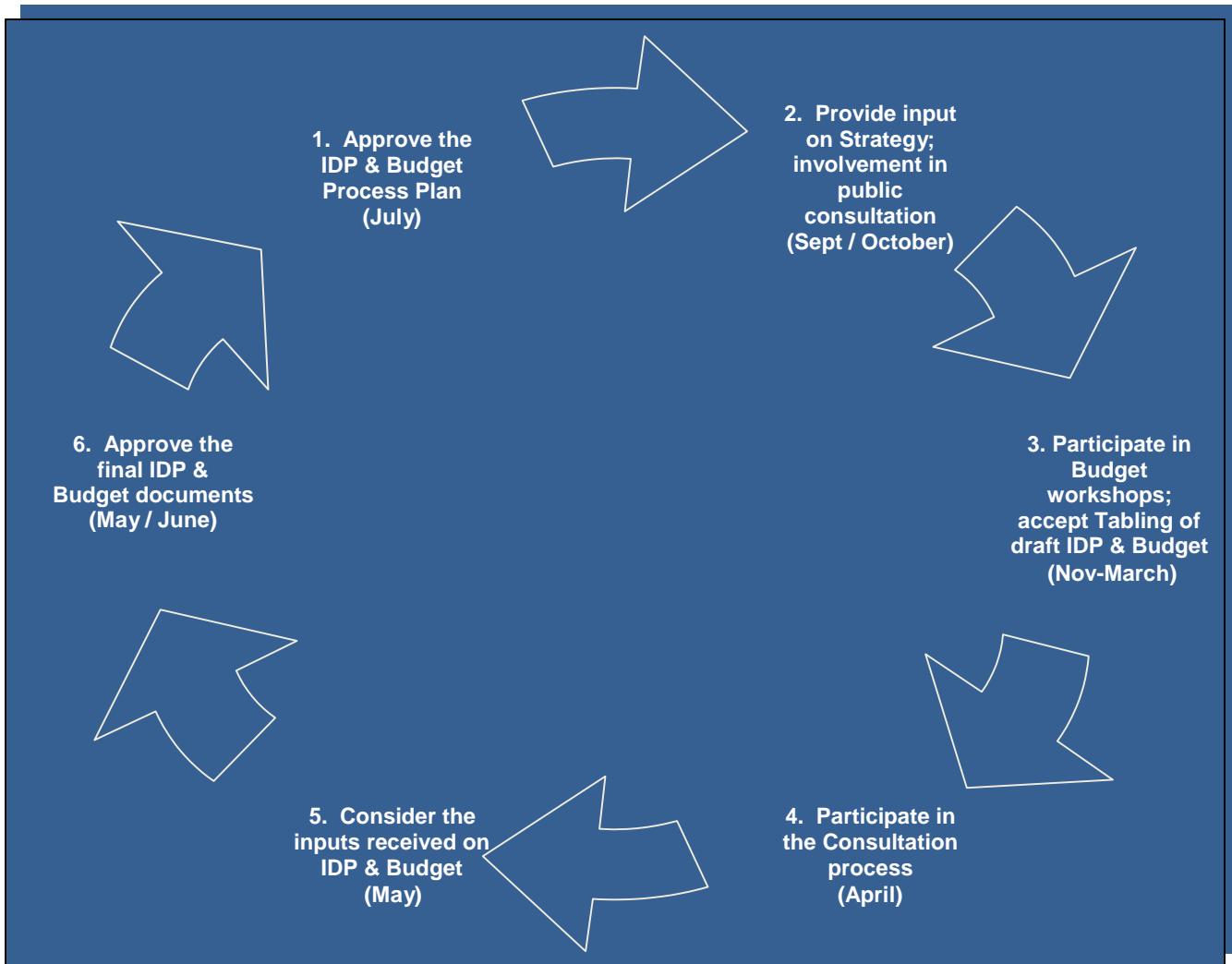
4.3 PROCEDURES / PROCESSES FOR PARTICIPATION

4.3.1 IDP Representative Forum

The IDP Representative Forum (when formally constituted and functional) will meet as indicated in the Process Plan.

4.3.2 Council Approval

The involvement of Council in the IDP and Budget compilation process is best illustrated in the process flow diagram below:



4.3.3 Newspapers

An outcome report will be submitted to the local newspaper on the completion of the adopted IDP and Budget documents, as well as an information spreadsheet on the key elements of the Final IDP and Budget.

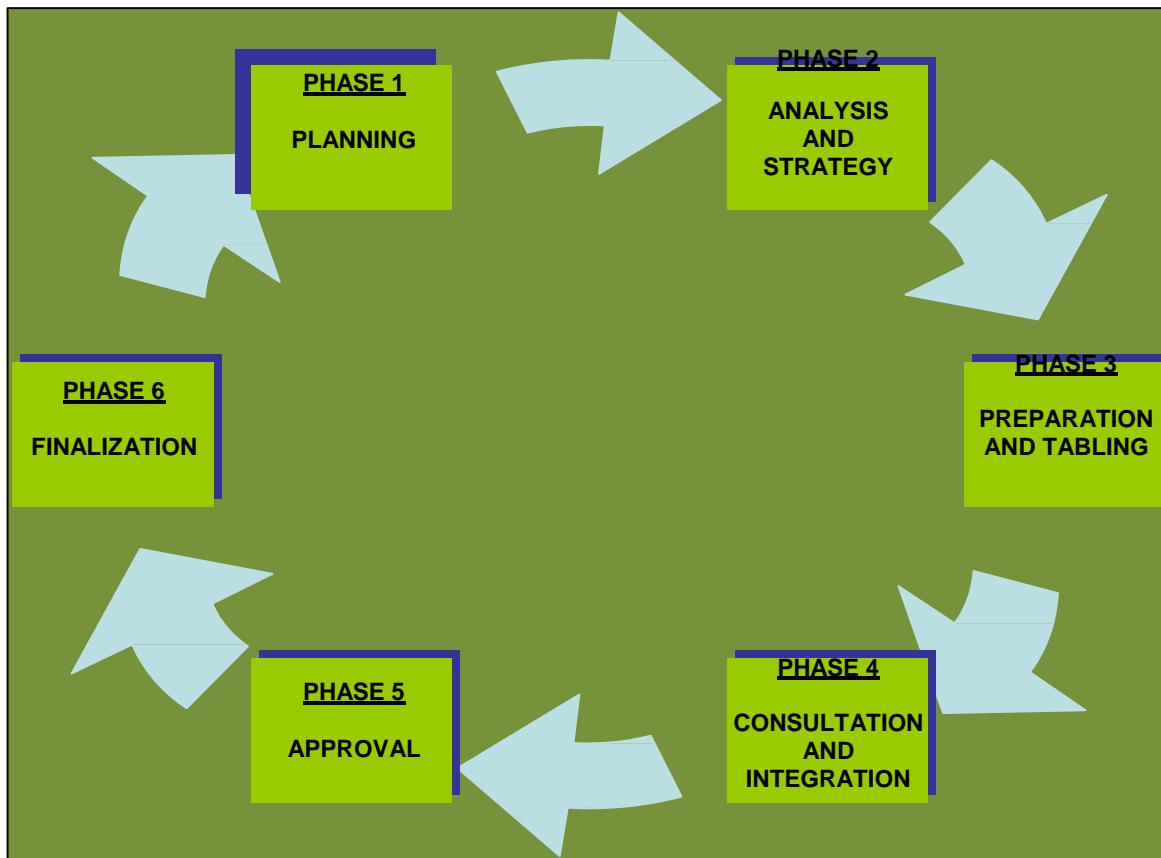
4.3.4 Information Sheets

At the completion of each phase an information sheet will be prepared in the three dominant languages, namely English, Afrikaans and Xhosa, providing an executive summary of the outcomes of the particular phase.

SECTION FIVE: ACTION PROGRAM

5.1 PHASES OF THE IDP AND BUDGET PROCESS

The IDP and Budget process speaks to Planning, Preparation, Implementation and Monitoring of the IDP, Budget, and the Performance Management System. The six distinct phases in the IDP and Budget process are indicated in the diagram below:



PHASE 1 - PLANNING

During this phase the Process Plan is divided into activities, and for each activity a timeframe is allocated as well as a linkage to the responsible person for each activity.

The Process Plan is compiled via a process of consultation with all the role-players.

PHASE 2 – ANALYSIS AND STRATEGY

Phase 2 comprises two stages, namely the Analysis and the Strategy formulation stages. For successful forward planning it is imperative to understand precisely what the current situation is as well as the historical trends. Therefore, both external and internal influences must be taken into account. And since all strategies and interventions are to be ward-based, all analyses, as far as possible, should speak to wards.

A proper analysis includes consultation with the whole spectrum of stakeholders, including the general public, as well as a thorough institutional assessment. It is important that all the stakeholders must have a common understanding of the gaps as well as the available resources – i.e. human, financial, property, plant and equipment.

Once the current resources and needs assessment has been completed, then only the formulation of a credible strategy to cover those gaps is possible.

PHASE 3 – PREPARATION AND TABLING

There are four distinct processes dealt with almost simultaneously in this phase, namely

- Preparation of draft Capital program (Next 3 years)
- Preparation of draft Operational Budget (Next 3 years)
- Preparation of draft Adjustment Budget, if necessary, and the
- Updating of the IDP.

And then the tabling of the following drafts is to be made, namely:

- ⌚ Annual Report;
- ⌚ Adjustment Budget;
- ⌚ IDP; and
- ⌚ Annual Budget.

PHASE 4 – CONSULTATION AND INTEGRATION

Consultation is done with three different types of stakeholders, namely: Government through LGMTEC's; structured civil society through IDP Representative Forum and/or Ward Committee structures, and with the community through Imbizo's/meetings in the different wards, neighborhoods or towns. All inputs, comments and objections received throughout this phase are considered, and recommendations are prepared. Thereafter the IDP and Budget is tabled to Council for consideration.

PHASE 5 – APPROVAL

Once the IDP and Budget documents are tabled, Council considers it for approval. Approval must take place before the start of the new financial year.

PHASE 6 – FINALIZATION

Once the IDP and Budget have been approved, the final documents are published. The Service Delivery and Budget Implementation Plan (SDBIP) is then developed. The performance agreements are also drafted, based on the approved documents.

5.2 TIME SCHEDULE: KEY DATES AND RESPONSIBILITIES IN THE PHASES OF THE PROCESS PLAN

The detailed activities in each phase are disclosed in the following matrix:

5.2.1 PHASE 1 - PLANNING	Start 01/07/2019	Finish 30/08/2019	Responsibility
Activities			
Compile the IDP & Budget draft Process Plan with time schedule	01/07/2019	15/07/2019	Manager: IDP
Senior Management to discuss the Draft Process Plan	15/07/2019	19/07/2019	Municipal Manager
MAYCO meeting to consider the Process Plan	22/07/2019	26/08/2019	Municipal Manager
Draft Process Plan to be tabled to Council	26/07/2019	31/07/2019	Executive Mayor
NATIONAL WOMEN'S DAY	09/08/2019		
Process Plan to be tabled to Council for adoption (At least 10 months before the Budget year)	19/08/2019	30/08/2019	Executive Mayor
Other activities during this phase			
Witzenberg Municipality Inter-Governmental Relations Forum	01/08/2019	30/08/2019	Dir. Community Development/ Manager IDP
Preparation of reports: ⌚ 4 th Quarter SDBIP report ⌚ June Section 71 Report / Grant Report			Man: Performance CFO CFO
Compilation of: ⌚ Roll over Adjustment Budget (Capital only) ⌚ Annual Financial Statements ⌚ Draft Annual Report information			Manager: Budget Manager: Budget CFO
Provincial Integrated Development Plan Managers Forum	02/09/2019	30/09/2019	Department of Local Government

5.2.2 PHASE 2 – ANALYSIS AND STRATEGY	Start 02/09/2019	Finish 29/11/2019	Responsibility
Activities			
Stage 1(a): ANALYSIS	02/09/2019	01/10/2019	
Performance Analysis			
Assess the municipal performance (Strengths & Weaknesses)	02/09/2019	20/09/2019	Manager: Performance
Review the Performance Management System	02/09/2019	20/09/2019	Manager: Performance
Review the annual performance against SDBIP's	02/09/2019	20/09/2019	Manager: Performance
Financial Analysis	02/09/2019	20/09/2019	
Assess the municipal financial position and capacity (based on Financial Statements of previous Budget year)	02/09/2019	20/09/2019	CFO
Review Budget-related policies and set policy priorities for next 3 years	02/09/2019	20/09/2019	CFO
Determine the funding/revenue potentially available for next 3 years	02/09/2019	20/09/2019	Manager: Income
Determine the likely financial outlook and identify changes to fiscal strategies	02/09/2019	20/09/2019	Manager: Budget
Refine funding policies; review tariff structures	02/09/2019	20/09/2019	CFO
Situational Analysis	02/09/2019	20/09/2019	
Review current realities and examine changing conditions and information within each directorate: ⌚ Spatial ⌚ Legislative ⌚ Institutional	02/09/2019	20/09/2019	SNR MANAGEMENT
Analyze the Strategic Calendar and Joint Planning Initiatives(JPI's) to determine interventions	02/09/2019	20/09/2019	Manager: IDP
Review Organogram to assess institutional capacity	02/09/2019	20/09/2019	Manager: HR
Closing of Analysis			
Management strategic workshop on analysis (All responsible persons to prepare 45 min presentations)	02/09/2019	20/09/2019	Manager: IDP
Strategic session with Mayco & Council on finalization of Analysis Phase	23/09/2019	04/10/2019	Snr Management

5.2.2 PHASE 2 – ANALYSIS AND STRATEGY	Start 02/09/2019	Finish 11/11/2019	Responsibility
Activities			
Stage 1(b): CONSULTATION	01/10/2019	31/10/2019	
Publish Public Consultation timetable	13/09/2019	27/09/2019	Manager: IDP
Mail invitations to Sector representatives / IDP Representative Forum (RF)	16/09/2019	28/09/2019	Manager: IDP
Media- & Awareness Campaign to encourage public and sector participation in the IDP/Budget process	13/09/2019	27/09/2019	Public Part. Officer Manager: IDP
Appoint service provider – for Review process of SDF	02/09/2019	28/09/2019	Manager: Town Planning
Notice of the proposal to compile an SDF must be published in two of the official languages of the Province, most spoken in the area, in two newspapers circulating in the area. The notices must indicate: a) The Municipal intention to compile an SDF b) The process to be followed for the compilation of the SDF	02/09/2019	27/09/2019	Manager: Town Planning
The Municipality must inform the Provincial Minister in writing of the intention to compile the SDF, indicate whether or not the ISC process will be undertaken and the process to be followed in the compilation	02/09/2019	27/09/2019	Manager: Town Planning
The Municipality must establish a project committee. The project committee should consist of: <ul style="list-style-type: none">• the Municipal Manager (or a municipal employee designated by the Municipal Manager)• Municipal employees appointed by the Municipal Manager from at least the following municipal departments – IDP, Spatial Planning, Engineering, LED and Housing	02/09/2019	27/09/2019	Manager: Town Planning
HERITAGE DAY	24/09/2019		
If the Municipality has decided not to establish an ISC, then the project committee must draft a status quo report setting out an assessment of the existing levels of development and development challenges in the municipal area and submit it to the Council for adoption.	October 2019 / or as part of the IDP analysis phase		Manager: Town Planning
Once the status quo report has been adopted, the first draft of the municipal SDF should be prepared by the project committee and submitted to Council for approval for it to be published for public comment. Once approval is granted, the draft SDF must be submitted to the Provincial Minister for written comment.	27/09/2019	31/10/2019	Manager: Town Planning
The Council must give notice of the draft SDF in the Gazette and the media	27/09/2019	31/10/2019	Manager: Town Planning

The Council must invite the public to submit written representations on the draft SDF to the Council within 60 days after the publication of the notice. In addition, any organs of state or other role players must be identified and consulted on the proposed SDF. All representations received must be considered.	27/09/2019	31/10/2019	Manager: Town Planning
The Provincial Minister must submit written comment to the Municipality within 60 days (The period can be extended if the municipality agrees) The municipality may not adopt its SDF, until comment has been received from the Provincial Minister or 60 days have passed.	27/09/2019	31/10/2019	Manager: Town Planning
Finalize consultation presentations (Presentation based on outcome of analysis & linked to ward-based planning priorities)	23/09/2019	27/09/2019	Snr Management
Community Imbizo's / Jamboree Meetings:			
Prince Alfred's Hamlet	07/10/2019	07/10/2019	Exec. Mayor
N'duli	08/10/2019	08/10/2019	Exec. Mayor
Wolseley	09/10/2019	09/10/2019	Exec. Mayor
Bella Vista	10/10/2019	10/10/2019	Exec. Mayor
Ceres	14/10/2019	14/10/2019	Exec. Mayor
Op Die Berg	15/10/2019	15/10/2019	Exec. Mayor
Tulbagh	16/10/2019	16/10/2019	Exec. Mayor
Forum & sector meetings: Business & Agriculture	15/10/2019	15/10/2019	Exec. Mayor
Meetings with Ward Committees	17/10/2019	17/10/2019	Exec. Mayor
IGR engagement to obtain sector Budget commitments	14/10/2019	25/10/2019	Manager: IDP
INTER-GOVERNMENTAL ALIGNMENT: Presentation to District and Provincial Sector Departments		To be announced	Municipal Manager
Stage 2: STRATEGY	01/10/2019	31/10/2019	
Revise and update the Financial Plan	01/10/2019	31/10/2019	CFO
2-day Workshop: MAYCO & Management to incorporate the outcomes of the Analysis Phase and to determine any new developmental objectives	04/11/2019	15/11/2019	Municipal Manager
Workshop with Council to review the Vision, Mission, Strategic Objectives, and to refine the SDF	15/11/2019	22/11/2019	Municipal Manager
Other activities during this phase			
Preparation of reports: ⌚ August Section 71 Report / Grant Report ⌚ September Section 71 Report / Grant Report ⌚ Witzenberg Municipality Inter-Governmental Relations Forum	18/11/2019	29/11/2019	CFO CFO Man: Performance Dir. Community Development/ Manager: IDP
Provincial Integrated Development Plan Managers Forum	02/12/2019	16/12/2019	Department of Local Government

5.2.3 PHASE 3 – PREPARATION AND TABLING	Start 25/11/2019	Finish 28/02/2020	Responsibility
Activities			
Stage 1: CAPITAL PROJECTS AND PROGRAMS	04/11/2019	29/11/2019	
Departments provide details of all newly identified projects.		25/11/2019	All Managers
Development of Ward/Area-based Project Plans	01/11/2019	15/11/2019	Manager: IDP; Manager: Budget
Dept Finance provide working papers for capital project prioritization	01/11/2019	15/11/2019	Manager: Budget
Management workshop to prioritize Capital Programs and Projects for next 3 years	25/11/2019	29/11/2019	Snr Management
Workshop with Council to finalize draft capital program	25/11/2019	29/11/2019	Municipal Manager
Stage 2(a): ADJUSTMENT BUDGET	02/12/2019	28/02/2020	
Dept Finance provide working papers for adjustment Budget	02/12/2019	13/12/2019	Manager: Budget
Departments provide responses to Adjustment Budget	16/12/2019	13/01/2020	All Managers
Dept Finance to consolidate all information received	13/01/2020	20/01/2020	Manager: Budget
Workshop with MAYCO to finalize draft Adjustment Budget	20/01/2020	27/01/2020	CFO
Tabling of Adjustment Budget	27/01/2020	31/01/2020	Exec. Mayor
Stage 2(b): OPERATIONAL BUDGET	02/12/2019	28/02/2020	
Dept Finance provide working papers for Operational Budget	02/12/2019	13/12/2019	Manager: Budget
Departments provide inputs on Operational Budget	16/12/2019	13/01/2020	All Managers
Dept Finance to consolidate all information received	13/01/2020	20/01/2020	Manager: Budget
1 st Workshop with MAYCO to finalize Operational Budget & Capital program	10/02/2020	17/02/2020	CFO
2 nd Workshop with MAYCO to finalize Operational Budget & Capital program, if needed	17/02/2020	28/02/2020	CFO

The project committee must consider the input received from the public and the Provincial Minister, make any amendments that are required and prepare the final draft of the municipal SDF for the adoption of Council	06/01/2020	31/01/2020	Manager: Town Planning
Once adopted by the Council, a notice of this adoption must appear in the media and the Provincial Gazette, within 14 days of the date of adoption.	06/02/2020	28/02/2020	Manager: Town Planning
5.2.3 PHASE 3 – PREPARATION AND TABLING	Start 02/11/2019	Finish 31/03/2020	Responsibility
Activities			
Stage 3: UPDATING OF IDP	06/01/2020	28/02/2020	
Update of IDP with most recent information	06/01/2020	31/01/2020	Manager: IDP
IDP Office to provide draft IDP document for scrutiny by departments	31/01/2020	10/02/2020	Manager: IDP
Departments provide inputs on draft IDP	10/02/2020	21/02/2020	All Managers
IDP Office to consolidate all information received and to compile the draft IDP	24/02/2020	06/03/2020	Manager: IDP
Workshop with Mayco on draft IDP, Operational Budget & Capital program	06/03/2020	16/03/2020	Exec. Mayor
Workshop with Council on IDP, Operational Budget & Capital program	16/03/2020	23/03/2020	Exec. Mayor
Tabling of Draft IDP & Budget	23/03/2020	31/03/2020	Exec. Mayor
Other activities during this phase			
Review Auditor- General's report			CFO
Witzenberg Municipality Inter-Governmental Relations Forum	16/03/2020	31/03/2020	Dir. Community Development/ Manager: IDP
Once adopted, the Municipal Manager must submit a copy of the SDF as adopted by the Council to the MEC for Local Government, within 10 days of the adoption. This submission must include: <ol style="list-style-type: none"> a summary of the public participation process a statement that the process set out in Section 29(1) of the MSA has been complied with a copy of the relevant Districts Framework for Integrated Development Planning (See Section 27 of the MSA) 	01/02/2020	28/02/2020	Manager: Town Planning

The Municipal Manager must also within 10 days of the adoption of the SDF, submit: a) a written notice of the decision to adopt or amend a municipal spatial development framework, b) the adopted or amended SDF c) a report setting out the response of the municipality to the comments of the ISC or the Provincial Minister to the Provincial Minister.	01/02/2020	28/02/2020	Manager: Town Planning
Preparation/submit of reports: ⌚ October Section 71 Report / Grant Report ⌚ November Section 71 Report / Grant Report ⌚ Compilation of draft Annual Report ⌚ December Section 71 Report / Grant Report ⌚ 2 nd Quarter SDBIP Report ⌚ Half year performance assessment ⌚ MinMay Tech/JPI's and MGRO			CFO CFO Mun. Manager CFO Man: Performance CFO Mun. Manager Mun. Manager CFO CFO Dept Local Government
Provincial Integrated Development Plan Managers Forum	02/03/2020	31/03/2020	Department of Local Government

5.2.4 PHASE 4 – CONSULTATION & INTEGRATION	Start 01/04/2020	Finish 15/05/2020	Responsibility
Activities			
INTER-GOVERNMENTAL ENGAGEMENTS			
Submit and Publish the IDP, PMS, annual Budget and other required documents to relevant departments for comments and submissions	01/04/2020	10/04/2020	Manager: IDP
Council calls for inputs from sectors and community with closing date of 30 April 2019	10/04/2020	30/04/2020	Manager: IDP
LGMTEC engagement		To be announced	Prov. Government
Update information obtained during LGMTEC's	01/04/2020	30/04/2020	Manager: IDP
District municipality engagement with B-municipalities		To be announced	Municipal Manager
PUBLIC CONSULTATION			
Publish Public Engagement timetable in the media, and distribute internally	27/03/2020	10/04/2020	Manager: IDP

Mail invitations to Sector representatives / IDP Representative Forum	30/03/2020	10/04/2020	Manager: IDP
Community Imbizo's / Meetings:			
Prince Alfred's Hamlet	14/04/2020	14/04/2020	Exec. Mayor
N'dul	15/04/2020	15/04/2020	Exec. Mayor
Wolseley	16/04/2020	16/04/2020	Exec. Mayor
Bella Vista	20/04/2020	20/04/2020	Exec. Mayor
Ceres	21/04/2020	21/04/2020	Exec. Mayor
Op Die Berg	22/04/2020	22/04/2020	Exec. Mayor
Tulbagh	23/04/2020	23/04/2020	Exec. Mayor
Forum & sector meetings: Business & Agriculture	21/04/2020	21/04/2020	Exec. Mayor
Meetings with Ward Committees	17/04/2020	17/04/2020	Exec. Mayor
IGR engagement to obtain sector Budget commitments	06/04/2020	17/04/2020	Manager: IDP

5.2.4 PHASE 4 – CONSULTATION & INTEGRATION	Start 01/04/2020	Finish 17/05/2020	Responsibility
Activities			
INTEGRATION			
Dept Finance to consolidate all information, comments and objections received on Budget	01/04/2020	30/04/2020	Manager: Budget
Screen and refine all Project Proposals	01/04/2020	30/04/2020	Manager: Projects
Refine the Spatial Development Framework	01/04/2020	30/04/2020	Snr Town Planner
Compile all Business Plans	01/04/2020	30/04/2020	All departments
Populate the SDBIP templates	01/04/2020	30/04/2020	All departments
Management considers submissions made by community, National and Provincial Treasury	01/05/2020	15/05/2020	Manager: Budget
Prepare a summary of the revised IDP	01/05/2020	15/05/2020	Manager: IDP
MAYCO meeting to consider the submissions and, if necessary, to revise the IDP and Budget	11/05/2020	18/05/2020	Municipal Manager
Other activities during this phase			

Within 30 days from the date of receipt of the adopted SDF, the MEC for Local Government must determine if: a) the drafting process and content of the SDF complies with the MSA b) whether the SDF is in line with any development plans and strategies of other affected municipalities or organs of state c) the public participation process outlined in Section 29 of the MSA has been complied with	01/02/2020	29/02/2020	Manager: Town Planning
Witzenberg Municipality Inter-Governmental Relations Forum	08/04/2020	18/04/2020	Dir. Community Development
Preparation of reports: ⌚ 3 rd Quarter SDBIP Report ⌚ March Section 71 Report / Grant Report			Man: Performance CFO CFO
Should the adopted SDF not comply with the above, the MEC for Local Government should request the relevant municipal council to amend the SDF			
The Municipal Council must consider the MEC's request to amend the SDF, and within 30 days of receiving the MEC's request, the Council must consider: i) If it agrees with the proposals to adjust the SDF in accordance with the MEC's request. ii) Object to the MEC's request and furnish the MEC with reasons in writing why it disagrees			
If the Municipality objects to the MEC's request, the MEC may refer the municipality's objection to an ad hoc committee (see Section 33 of the MSA). The MEC must refer -an objection to the ad hoc committee within 21 days of -receiving the objection.			

5.2.5 PHASE 5 – APPROVAL	Start 20/05/2020	Finish 31/05/2020	Responsibility
Activities			
Council workshop on draft Reviewed IDP and Annual Budget	18/05/2020	25/05/2020	Municipal Manager
Council meeting to approve Revised IDP, Performance Management measures and targets and the Annual Budget (At least 30 days before the new Budget year)	25/05/2020	29/05/2020	Municipal Manager

5.2.6 PHASE 6 – FINALIZATION	Start 02/06/2020	Finish 30/06/2020	Responsibility
Activities			
Management workshop to finalize the SDBIP's	01/06/2020	12/06/2020	Manager: Budget
Publish the IDP, annual Budget, all Budget-related documents and policies on the municipal website	01/06/2020	12/06/2020	Manager: IDP
Publish the 2019/2020 tariffs for public comment	01/06/2020	12/06/2020	Manager: Budget
Submit a copy of the IDP to the MEC, DPLG and Treasury (within 10 days of adoption)	01/06/2020	12/06/2020	Manager: IDP
Give notice to the public of the adoption of the IDP (within 14 days of the adoption of the plan)	01/06/2020	12/06/2020	Manager: IDP
Publish a summary of the IDP and Budget in newspaper	01/06/2020	12/06/2020	Manager: IDP
Submit to Executive Mayor a draft SDBIP for the Budget year (within 14 days of approval of the Budget)	01/06/2020	12/06/2020	Municipal Manager
Submit to the Mayor drafts of the annual performance agreements (within 14 days of approval of Budget)	01/06/2020	12/06/2020	Municipal Manager
Make public the performance agreements of the Municipal Manager and senior managers (no later than 14 days after approval of the plan)	01/06/2020	12/06/2020	Municipal Manager
Submit the approved Budget to the National Treasury and the Provincial Treasury	01/06/2020	12/06/2020	CFO
Preparation of reports: • May Section 71 Report • Grant Reports	01/06/2020 01/06/2020	12/06/2020 12/06/2020	CFO CFO
Provincial Integrated Development Plan Managers Forum	01/06/2020	30/06/2020	Department of Local Government
The Mayor takes steps to ensure that the SDBIP is approved (within 28 days of approval of Budget)	15/06/2020	30/06/2020	Exec. Mayor
Make public the projections, targets and indicators in the SDBIP (within 14 days of approval of SDBIP)	15/06/2020	30/06/2020	CFO
Publish the performance agreements and service delivery agreements on the municipal website	22/06/2020	30/06/2020	Municipal Manager
Submit copies of the performance agreements to Council and the MEC for Local Government	22/06/2020	30/06/2020	Municipal Manager

6. CONCLUSION

The IDP and Budget Process Plan ensure that the role-players within the process are well prepared. All activities outlined within this document have been prepared in close inter-relation with the Framework that governs both the District and all local municipalities.